



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0041		LICENSE	
ORI (Code assigned by DOJ)		Authorized Applicant Type	
FARM LABOR CONTRACTOR			
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)			
Contributing Agency Information:			
DIVISION OF LABOR STANDARDS ENFORCEMENT			
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)	
P.O. BOX 420603			
Street Address or P.O. Box		Contact Name (mandatory for all school submissions)	
SAN FRANCISCO	CA 94142	(415) 703-4854	
City	State ZIP Code	Contact Telephone Number	

Applicant Information:

Last Name		First Name		Middle Initial	Suffix
Other Name (AKA or Alias) Last		First			Suffix
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number			
Height	Weight	Eye Color	Hair Color	Billing Number 100105 (Agency Billing Number)	
Place of Birth (State or Country)	Social Security Number	Misc. Number (Other Identification Number)			
Home Address Street Address or P.O. Box		City	State	ZIP Code	

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name	Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box	
City	State ZIP Code
	Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator	Date
Transmitting Agency	LSID
ATI Number	Amount Collected/Billed

LIVE SCAN INSTRUCTIONS FOR STATE LICENSED FACILITIES

LIVE SCAN FINGER IMAGING:

The rolling of fingerprints using ink and a fingerprint card has been replaced by Live Scan technology. Live Scan electronically transfers images of your fingerprints and personal information to the Department of Justice (DOJ). Live Scan sites located in Community Care Licensing (CCL) regional offices automatically generate a DOJ, an FBI and (if needed), a Child Abuse Central Index (CACI) check.

Live Scan finger imaging terminals, operated by independent Live Scan vendors, are located in all Community Care Licensing regional offices. DOJ Live Scan sites, conveniently located throughout California, may also be used. Visit the DOJ Live Scan web site at <http://caag.state.ca.us/app/livescan.htm> for Live Scan locations. Live Scan vendors located at a CCL regional office charge a transmission fee which may be different than Live Scan vendors in other locations. Organizations interested in setting up a billing account with a Live Scan vendor located in a CCL regional office may call 1-800-315-4507. Organizations interested in setting up an account with DOJ may call (916) 277-3834.

HOW TO SCHEDULE:

- Complete the Live Scan form (LIC 9163) that was included in the packet with your application letter. You may also obtain a Live Scan form on our web site at <http://www.dss.cahwnet.gov/pdf/LIC9163.PDF>
- Call the Live Scan vendor at 1-800-315-4507 to schedule an appointment. When you call, the scheduler will ask for the information on the Live Scan form. An appointment will be made for you at your local licensing regional office. **An appointment must be made with the Live Scan vendor before you arrive at the regional office.**

THE LIVE SCAN PROCESS:

- When you arrive for your scheduled appointment, the operator will already have the information you provided the scheduler entered in the computer. The operator will then scan your fingerprints.
 - The Live Scan operator will collect the Department of Justice, FBI and, if applicable, CACI processing fee as well as the scanning fee. A current fee schedule can be found on our website at http://ccld.ca.gov/res/pdf/live_scan_fees.pdf
 - After successfully recording the images, your fingerprints and your information will be electronically transmitted to the Department of Justice for processing.
 - Department of Justice will electronically send the results of the fingerprint check to CCL.
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